



**CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES**

Thursday, 9:00 a.m., January 25, 2024

3945 Rio Road

Carmel, California 93950

Via Teleconference Webinar & In Person with Proof of Vaccination

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:59 a.m.

**Signifies Virtual Attendance*

Present: President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Rachel, and Urquhart

Absent:

A quorum was present.

Others: Barbara Buikema, General Manager Carmel Area Wastewater District (CAWD or District)
Domine Barringer, Board Clerk, CAWD
Patrick Treanor, District Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD (in person) & *
Kevin Young, Plant Operations Supervisor, CAWD*
Carla James, Laboratory Supervisor, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent*
Stephanie Atigh, Wellington Law Offices, CAWD Legal Counsel
Peter McKee, Director, Pebble Beach Community District*
Mike Niccum, General Manager, PBCSD*
Nick Becker, Deputy General Manager, District Engineer, PBCSD*

In Person Public Attendees:

Corona Road Residents:

Mike McCurdy, Gwyn De Amaral, Lelia Banijamali, Albert Tao, John Willson, Mike Miller

***Virtual Public Attendees:**

Stan Smith, Richard Silver, Gwyn DeAmaral (11 am)

Scott Fergus | Jones Hall, Richard, Steve Thomas | TBC Communications (arrived 9:32 am)

- 1. *Appearances/Public Comments:*** *Anyone wishing to address the Board on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person. No action shall be taken on any item not appearing on the agenda. During consideration of any agenda item, public comment shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion.*

Ed Waggoner, Plant Superintendent, introduced Carla James, the new Laboratory Supervisor. Each Director shook her hand and welcomed her aboard.

The Board received public comments on a non-agendized item from the following Corona Road residents:

*In person: Gwyn De Amaral, *Stan Smith ,Lelia Banijamali , John Willsen, Albert Tao*

- 2. Agenda Changes:** *Any requests to move an item forward on the agenda will be considered at this time.*

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS-ALL REPORTS RELATE TO CURRENT YEAR

The Consent Agenda consists of routine items for which Board approval can be taken with a single motion and vote. A Board Member may request that any item be placed on the Regular Agenda for separate consideration.

Board Action

A Motion To Receive And Approve The Consent Agenda Was Made By Director Siegfried And Seconded By Director Urquhart. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items.

- 3.** Approve December 12,2023Regular Board Meeting Minutes & December 19, 2023 Pension Meeting Minutes, December 27, 2023 Special Board Meeting Minutes
- 4.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-December & November 2023
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements- December & November ,2023
- 6.** Approve Register of Disbursements – Carmel Area Wastewater District –December & November,2023
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project -December & November,2023
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – December & November,2023
- 9.** Receive and Accept Collection System Superintendent’s Report – December, November & October 2023
- 10.** Receive and Accept Safety and Regulatory Compliance Report –December,2023
- 11.** Receive and Accept Treatment Facility Operations Report – December, November & October 2023
- 12.** Receive and Accept Laboratory/Environmental Compliance Report – December 2023
- 13.** Receive and Accept Capital Projects Report/Implementation Plan
- 14.** Receive and Accept Project Summaries – Capital & Non-Capital
- 15.** Receive and Accept Plant Operations Report – December 2023
- 16.** Receive and Accept Maintenance Projects Report –December 2023

ACTION ITEMS BEFORE THE BOARD

Action Items consist of business which requires a vote by the Board. These items are acted upon in the following sequence: (1) Staff Report (2) Board Questions to Staff (3) Public Comments, and (4) Board Discussion and Action.

RESOLUTIONS

- 17. Resolution No. 2024-01:** A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Non-Represented Employees- *Report by Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Change Reflecting The Title Change Of Chief Engineer To District Engineer Was Made By Director Cole And Seconded By Director Siegfried. Following A Roll Call Vote, With Director Rachel Abstaining, The Board Passed The Title Change.

A Motion To Approve Resolution 2024-01 As Amended Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed The Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Non-Represented Employees.

- 18. Resolution No. 2024-02:** A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Represented Employees, – *Report by Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed The Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Represented Employees.

- 19. Resolution No. 2024-03:** A Resolution Authorizing The General Manager To Invite Bids For The Construction Of Project #22-06 “WWTP Vactor Receiving Station Project”- *Report by Patrick Treanor, District Engineer*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-03 Authorizing The General Manager To Invite Bids For The Construction Of Project #22-06- “WWTP Vactor Receiving Station Project”.

- 20. Resolution No. 2024-04:** A Resolution Authorizing A Notice Of Intent To Adopt A Mitigated Negative Declaration For Project #20-08 Scenic Road Pipeline Replacement Project And Circulate Draft Of A Mitigated Negative Declaration For Public Comment– *Report by Patrick Treanor, District Engineer*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-04 Authorizing A Notice Of Intent To Adopt A Mitigated Negative Declaration For Project #20-08 Scenic Road Pipeline Replacement Project And Circulate Draft Of A Mitigated Negative Declaration For Public Comment.

- 21. Resolution No. 2024-05:** Resolution No. 2024-05: A Resolution Authorizing The General Manager To Enter Into A Contract With Beth Ingram For A Contract For Human Resource Services For Fiscal Year 2023-24 In An Amount Not To Exceed \$71,660– *Report by Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Resolution As Amended Was Made By Director Rachel And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-05 Authorizing The General Manager To Enter Into A Contract With Beth Ingram For A Contract For Human Resource Services For Fiscal Year 2023-24 In An Amount Not To Exceed \$71,660.

- 22. Resolution No. 2024-06:** Resolution Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Investment Management Services For The Employee Defined Benefit Pension Plan— *Report by Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Resolution Was Made By President White As An Open RFP And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-06 Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Investment Management Services For The Employee Defined Benefit Pension Plan.

23. Resolution No. 2024-07: First Requesting Board Approval And Appointment For The Formation Of An Ad Hoc Committee To Select An Executive Coach To Work With The General Manager. After The Appointment Of The Committee - Requesting A Motion On Resolution 2024-07 Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Executive Coaching-Authors Of RFP Directors: Siegfried And Cole

First:

Requesting Board Approval And Appointment For The Formation Of An Ad Hoc Committee To Select An Executive Coach To Work With The General Manager

Board Action

A Motion To Approve The Formations And Approval Ad Hoc Committee Was Made By Director Siegfried And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Agreed To Form The Ad Hoc Coaching Committee.

Second:

A Motion On Resolution 2024-07 Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Executive Coaching-Authors Of RFP Directors: Siegfried And Cole

Board Action

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-07 Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Executive Coaching.

COMMUNICATIONS

- 24. General Manager Report – oral report**
- Informed the Board that the Principal Engineer has been hired and will start in March.
 - The General Manager reported out that Carmel Meadows Neighborhood required an emergency removal of three trees.

OTHER ITEMS BEFORE THE BOARD

- 25. 2023 Annual Collections Report – Report by Daryl Lauer, Superintendent of Collections**

Board Action

A Motion To Accept The 2023 Annual Collections Report Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Accepted The Report.

26. 2024 Board Committee Assignment, PBCSD Meetings, SDA Meetings, and conference schedule-
Report by Board Clerk, Domine Barringer

Board Action

A Motion To Approve The Committee Assignments Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Accepted The Report.

Director Urquhart requested that the Ad Hoc Pension Committee Come Back To The Board To Discuss A Name Change And President White Requested To State Why The Change Is Being Requested.

27. Topics for the Spring newsletter-*Report by Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Newsletter Assignments Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Approved The Topics.

- ***President White requested that water testing be placed in the newsletter, which would include the expansion of other pathogens being tested***
- ***Historical reason behind the 900-acre feet water reduction for the Carmel River (5 to 6 years violating order 95-10-specs from water mgmt. district),***
- ***Prop 218 notice if rates are changed in 2024-2025 and also discuss the rates being dropped in 2023-2024***
- ***Organism of the month***
- ***Budget Graphs comparing to other Districts***
- ***Joining the Union***
- ***New Director, New Lab Employee***
- ***Electricity Savings***

INFORMATION/DISCUSSION ITEMS

28. Pebble Beach Community Service District Meeting December 8, 2023,-*Report by General Manager, Barbara Buikema*
29. Hearing Policy Update -*Report by Chris Foley, Maintenance Superintendent*
30. Statement of Economic of Interest (FORM 700)- *Report by Domine Barringer, Board Clerk*
31. Special Districts Association Meeting, January 16, 2024-*Report by General Manager, Barbara Buikema*

- 32. President White - News article contribution regarding Wastewater Tests Can Find Monkey Pox.
- 33. Wastewater Treatment Plant Electricity Use Update-Report by Patrick Treanor, District Engineer
- 34. **Announcements on Subjects of Interest to the Board Made by Members of the Board or Staff**

Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.

PBCSD Board Public Meeting Notice & Agenda - The next PBCSD meeting is scheduled for:
Friday, January 26, 2024, at 9:30 a.m. - President White is scheduled to attend.
Friday, February 23, 2024, at 9:30 a.m. - Director Siegfried is scheduled to attend.

Special Districts Association of Monterey County - The next SDA meeting is scheduled for:
Tuesday, January 16, 2024, at 6:00 p.m. - Director Urquhart is scheduled to attend.
Tuesday, April 16, 2024, at 6:00 p.m. - President White is scheduled to attend.

Reclamation Management Committee (RMC) Meeting - The next RMC meeting is scheduled for:
Tuesday, February 13, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.

35. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:50 p.m. The next Special Meeting will occur on Thursday, January 22, 2024 at 2:00 p.m., and the next Regular Meeting will be held at 9:00 a.m., Thursday, February 29, 2024, or an alternate acceptable date, via teleconference webinar.

As Reported To:

Domine Barringer
Domine Barringer, Board Clerk

APPROVED:

Ken White
Ken White, President of the Board